

**ADDENDUM # 1**

**CITY OF TORRANCE  
3031 Torrance Blvd.  
Torrance, CA 90503**

**RFP NO. B2016-56**

---

**RFP for HVAC Design Services at Various City Buildings**

---

ADDENDUM # 1- Issued 11/10/16

THE FOLLOWING CHANGES ARE HEREBY INCORPORATED INTO AND MADE A MANDATORY PART OF SUBJECT RFP:

**Proposal due date has been changed to Monday, November 21, 2016 at 3:00 pm in the City Clerk's office.**

CLARIFY: Provide fees for construction site support with your proposal.

CLARIFY: Each proposal and fee shall be separated by project number as listed on the RFP.

CLARIFY: Sheet specification is adequate. Information needs to be on the respective sheet for each building except for general specifications listed on the first several pages applicable for all buildings/equipment.

CLARIFY: The City of Torrance provides the standard specification. Please refer to the specification section of the RFP.

CLARIFY: There are no existing CAD drawings available for Architectural, Mechanical, Electrical, Structural, for any of the projects within the scope of work.

CLARIFY: No plan check fees required.

CLARIFY: Include Reimbursable Expenses - This task is intended to budget for reimbursable expenses that are associated only with reprographics of plans and paper documents, postage when making submittals to the City and other agencies or utility companies. Costs to print documents, produce reprographics, postage, telephone, faxes and mileage for consultant's internal review and/or coordination with satellite offices or sub-consultants should be included in the fees for the various tasks. The reimbursable expenses should be a separate line item in your proposal but included in the overall fixed fee proposal amount.

**Please return this addendum with your bid proposal.**

I hereby acknowledge receipt of this addendum.

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Address

\_\_\_\_\_  
City          State          Zip Code